

Cape Cod Public Purchasing Officials Association

Officers: Jennifer Frates – President; Amber Patterson - Vice President; Mihaela Miteva - Secretary
Speaker Committee Chair - Roby Whitehouse

MEETING MINUTES

Tuesday, September 22, 2020 at 9:00 AM

****This meeting was held remotely online****

For attendance, please see the attached list made part of these meeting minutes.

9:00 – 9:05 a Welcome and Introductions

President Jennifer Frates opened the meeting to order at 9:00 am.

Minutes of July 28, 2020: On a motion by Roby Whitehouse, seconded by Carolyn Carey the minutes of July 28, 2020 were unanimously approved.

9:05 – 9:10 a **Announcement - Amber Patterson**

Vice President Amber Patterson recognized the service of former chairperson Johanna *Boucher* and wished her well in retirement. To show our appreciation and wish her farewell we are collecting cards that we will then mail to Johanna for her to open on her retirement date. These cards can be from individuals or departments and must be delivered to the Town of Barnstable Procurement Office at 230 South Street; Hyannis MA 02601 by Friday, October 9, 2020.

9:10 – 9:45 a Presentation by Julia Wolfe, Director, Environmental Purchasing – OSD on State Contracts & Environmental Preferred Products Overview

Ms. Wolfe presented the members with an overview of "Sustainable Purchasing through Statewide Contracts". She gave us some background information on the program, the importance of EPP, how to find EPP's on a state wide contract, data that provided valuable information including cost savings, and she gave us a deeper dive on some contracts where EPP is plays an integral role.

A link to the presentation: [OSD EPP](#)

(https://purchasing.barnstablecounty.org//nas/content/live/purchasingmain/library/2020/09/CCAPPO-OSD-EPP-Presentation-9-22-20.pdf?utm_source=mailpoet&utm_medium=email&utm_campaign=july-ccappo-meeting-recap_310)

9:45 – 10:15 a Presentation by: Christine Shreves, co-Chair with Lydia Vivante of the Wellfleet Recycling Committee on Compostable Food Service ware Buying Guide

Christine Shreves, co-Chair with Lydia Vivante of the Wellfleet Recycling Committee. Retired from a career in software development, and now volunteering locally on environmental protection issues. As member of CARE for the Cape & Islands Cooperative Purchasing Group, created Compostable Food Service ware Buying Guide with Stephanie Murphy of Woods Hole SeaGrant. The goal of this buying guide

is to encourage restaurants and other food service businesses to use non-plastic disposable food service ware when durable service ware is not an option.

Link to the presentation: [Compostable Serviceware](#)

(https://purchasing.barnstablecounty.org//nas/content/live/purchasingmain/library/2020/09/CompostableServicewareShreves.pdf?utm_source=mailpoet&utm_medium=email&utm_campaign=july-ccappo-meeting-recap_310)

10:15 – 10:20 Annual County-wide Bid Schedule for FY21 – Jennifer Frates

President Frates had provided on the main purchasing website a tentative schedule for the [County Annual Bids](#). Gregory Rounseville, Assistant Town Administrator for the Town of Dennis, is looking for some Ch 149 templates for projects that exceed \$150,000.

General Procurement Discussion / Speaker suggestions or topics

Ms. Frates encouraged everyone to share with the group any suggestions or ideas for future speakers and to email it over to her for inclusion on the CCAPPO members page under "CCAPPO Shared Files".

The next virtual CCAPPO meeting will be on Tuesday, November 24, 2020 at 9:00 am. A meeting invite will be sent out to all members subscribed to this list.

10:25 Adjourn

Roby Whitehouse moved, and Greg Rounseville seconded to adjourn the meeting at 10:25. The motion passed unanimously.

Meeting Attendees:

Jennifer Frates

Denese Allen

Christine Shreves

Roby Whitehouse

Terrie Cook

Kim St. Aubin

Greg Rounseville

Sandra Cashen

Mark Vincent

Jill Talladay

carolyn carey

Mike Trovato

Mark Vincent

Danielle Lamminen

Emily sumner

Svetlana Salemme

Laura Hayden

Griffin Ryder

Glenn Cannon

Donna Kalinick

Mihaela Miteva

Maria McCauley

Donna Kalinick